



Legislation Text

File #: 18-0113 CRA, Version: 1

TO: CRA Board of Commissioners
FROM: Lori Hayward, Finance and Operations Director
THROUGH: Jeff Costello, CRA Executive Director
DATE: September 11, 2018

INTERLOCAL AGREEMENT BETWEEN THE CITY AND CRA FOR A PURCHASING AGENT POSITION

Recommended Action:

Approve the Interlocal Agreement between the City and CRA to fund 100% of the actual amount expended for a Purchasing Agent position up to \$67,728 subject to approval of the City and CRA budgets for Fiscal Year 2018-19.

Background:

At the CRA Board Workshop meeting, the Board reviewed the proposed FY 2018-19 CRA Budget, which included a request from the City for the CRA to fund a Purchasing Agent staff position in an amount not to exceed \$67,728. This position will provide concentrated efforts for projects within the CRA District, especially with issuing solicitations, hosting pre-bid and evaluation meetings, in addition to the administrative tasks of awarding contracts and shepherding projects through approval process. In addition to CRA-funded Capital Improvement Projects, the position will also be the lead in the procurement associated with other CRA-initiated projects.

The Interlocal Agreement provides funding for the position based on the actual cost in an amount not to exceed \$67,728, for one year up to and including September 30, 2019. However, the Agreement may be renewed automatically each year, provided that funding for the position is set forth in the City and CRA budgets, and those budgets are approved. The funds will be disbursed quarterly after receipt of the quarterly reports outlining monthly activities and documentation of actual expenditures of payroll & benefits.

Attachment(s): Exhibit A - ILA for the Purchasing Agent Position 2018-2019; Exhibit B - Funding Request & Job Description

CRA Attorney Review:

The CRA Attorney has reviewed the Funding Agreement to form and determined it to be acceptable.

Finance Review:

N/A

Funding Source/Financial Impact:

\$67,728 allocated from General Ledger #7342 - Purchasing Agent, in the proposed FY 2018-19 CRA Budget

Timing of Request:

N/A

